

## **VACANCY ANNOUNCEMENT**

### **PRETRIAL SERVICES AGENCY**

**(COURT SERVICES AND OFFENDER SUPERVISION AGENCY)**

**Announcement Number: 06-26(MPP)**

**Opening Date:** April 14, 2006

**Closing Date:** April 28, 2006

**Area of Consideration:** Current and former Federal employees with status in the Washington, DC Commuting Area Only, CTAP/ICTAP eligibles in the local commuting area, or persons eligible for non-competitive appointment under Special Hiring Authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**Relocation expenses are not authorized.**

**Job Title, Series, and Grade:** Program Assistant (Office Automation)  
GS-0303-5/6/7  
Permanent, Full-Time, Career or Career Conditional

**Full Performance Level:** GS-7

**Salary: GS-5:** \$29,604 - \$38,487

**GS-6:** \$33,000 - \$42,898

**GS-7:** \$36,671 - \$47,669

A candidate appointed at GS-5 or GS-6 may be promoted up to the GS-7 level without further competition

**Location:** Office of Operations  
Supervision Branch  
General Supervision Team 2  
Pretrial Services Agency  
Washington, DC

### **Summary of Primary Duties and Responsibilities:**

The incumbent of this position serves as Program Assistant performing a variety of technical and administrative duties in support of the program office. He/She:

- Participates in or performs assignments related to the interview, assessment and supervision of persons arrested or defendants in pretrial status.
- Obtains and verifies information on criminal history, behavior, compliance with pretrial obligations and other information.
- Reviews defendant automated records. Documents information and prepares reports.
- Works with defendants who are checking in, documenting information as appropriate, and directing defendants or others to the courtroom or other areas for court ordered appearances. Maintains records of defendant contacts or acknowledgements and related information.
- Maintains a variety of automated and hard copy files, information and forms. Reviews incoming court files, identifies and corrects errors.
- Updates defendant information in a number of systems, investigating and resolving discrepancies or referring to the assigned Pretrial Services Officer or Supervisor.
- Maintains case files, filing incoming information and reports in accordance with office policy and procedures.
- Responsible for office management functions, such as telephone coverage, filing systems, obtaining supplies, arranging repair of office equipment, copying, mail review and distribution, and other services.
- Maintains the automated time and attendance reporting system for the office.

These are the duties performed at the GS-7 level. Applicants appointed at GS-5 or GS-6 grade levels will have appropriate adjustments made in the level of supervision provided.

### **Qualification Requirements:**

1. One year of specialized experience related to the duties of the position that was comparable in difficulty and responsibility to GS-4 to qualify for GS-5, to GS-5 to qualify for GS-6, or GS-6 to qualify for GS-7. (Four years of education above high school may be substituted for this requirement at the GS-5 level only.) Specialized experience consists of experience in obtaining and verifying information, maintaining automated files, performing office support functions, and preparing correspondence and reports.
2. This position requires the ability to type at least 40 words per minute. **You must submit a statement certifying that you type this speed.**

**This is not a law enforcement position.**

**Evaluation Method:**

Applicants will be evaluated on the extent and quality of their experiences, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

**To receive full consideration, applicants must address each of the knowledge, skills and abilities described below.**

**Knowledge, Skills and Abilities Required:**

1. Skill in administrative and technical office support including scheduling meetings, providing information to callers, and filing.
2. Skill in the use of computers including Internet research, Word, Excel, Power Point, Outlook or Access.
3. Skill in written and verbal communication including assisting with briefing materials.

**About PSA:**

The Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

**How to Apply:**

Interested applicants must submit:

- (1) A resume or application form, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, OF-510, Applying For A Federal Job. A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses. Indicate the lowest

grade you will accept and provide salary information with each position described on the application.

- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You should indicate demonstrated experience and education in each factor.
- (3) A copy of your most recent Notification of Personnel Action (SF-50).
- (4) A copy of your most recent performance evaluation.

Status applicants for promotion must have 52 weeks of service at the next lower grade. Time-in-grade requirements must be met by the close of this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 8337(h) or Section 8456.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

**Conditions of employment:**

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Completion of a one-year probationary period is required.

**Reasonable Accommodation:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Veterans' Employment Opportunities Act of 1998:** Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

**Submit your application package to:**

Pretrial Services Agency  
Office of Human Resources  
633 Indiana Avenue, NW—Suite 1170  
Washington, DC 20004-2903  
Or Fax to: (202) 220-5633  
Or Email to: [PSAJobs@csosa.gov](mailto:PSAJobs@csosa.gov)

**If you have questions about this vacancy announcement, please call Aden Williams, (202) 220-5752.**

**Applications must arrive by the closing date of this announcement to receive consideration.**

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.